

To Do List

If you find that you have nothing to do during your shift for an extended period of time, please try and make your way through this list as regularly and proactively as possible. Occasionally I may not, but the chances are I will ask you to do most of these at some point anyway.

The aim of this is that you should leave the flat at the end of your shift as you should expect to find it when you start working... **CLEAN** and **LIVEABLE**. Please don't leave everything until the last hour to complete. If I happen to need something which interrupts these being done, I cannot effectively lose a Personal Assistant (PA) for that amount of time waiting for you.

Daily	By the end of your shift	Every Friday
Check post	Empty ALL bins into main bin (AND take with recycling to bins area). Glass recycling goes SEPARATELY IN THE BIN AREA CORNER ON THE LEFT .	
Feed cats (including any medications)	Change your bed sheets	Change my bed sheets
Ensure washing machine goes on (programme 3, all clothes need to be turned inside out, DO NOT use drying cycle for clothing)	Sweep and steam clean floors, wet wipe all door and cabinet handles (including the outside front door one), TV remotes and light switches	
Put dry washing away (please iron trousers and shirts FIRST)	Vacuum carpets	Vacuum carpets, chairs and sofa (remove cat hairs first)
Load/run dishwasher (when emptying please check everything is ACTUALLY CLEAN before storing, it doesn't always work on everything)*	Clean your bathroom (particularly the shower for hair after using it for the final time before leaving), toilet and sink and remove all personal items	Clean both bathrooms (including shower, toilet and sink)
Empty cat litter trays (daily, ESPECIALLY before bed), INCLUDING ANY LOOSE LITTER ON THE FLOOR AROUND THE TRAY MATS		Completely empty, wash & refill cat trays
Clean kitchen surfaces AND sink basin, drain (remove ALL food remains from under the wash bowl and plug)		

* DO NOT LEAVE A HALF-LOADED DISHWASHER AS NOT EVERYONE USES IT. IF WASHING BY HAND, PLEASE DO SO IMMEDIATELY AFTER EVERY MEAL

Before You Go

- Make sure any outstanding jobs on the list above are done
- Take out any stuff you've left in the fridge
- Leave all house keys and my credit cards
- Settle any receipts or money owed

If anything listed above is required to be done more frequently than as set out above, please do so for everyone's benefit as it will help to keep the flat relatively tidier, lightening the burden on all of you.

General Health and Safety

As your employer it's my responsibility to ensure that you are able to work in a safe environment. Due to my wheelchair status, I'm unable to keep my eye on absolutely everything in the flat at all times. As such, if you discover at any point that something is not working, broken, leaking or could otherwise be deemed unsafe to both you and me, you **need to tell me straight away**.

This can include but not be limited to: leaking pipes, broken shower head, toilet part, cistern etc blocked toilet or shower drains, cracked tiles, mould, broken/loose light fittings, replacing lightbulbs/fuses. If you are uncertain how to carry out any such task I may try to ask you to remedy the situation under my instruction if I has the appropriate knowledge. If you are physically are unable to, do not have the required skills to or are uncomfortable with carrying out such a task you must still let me know about the problem. I can take more appropriate action with either another PA or contacting an appropriate tradesman.

The above is meant to be a guide, not gospel